



COMMERCIAL BUILDING GUIDELINES

Permit applicants are encouraged to call the City Building Inspector with any questions particular to their case, 608-355-7323.

Local Building Permits

A building permit is required for all new construction, alterations, changes of use (occupancy type), additions to or relocations of existing buildings. This includes roofs, installations of HVAC systems, removal or addition of doors and walls, etc., but does not include changes that are solely cosmetic in nature or are considered routine maintenance such as painting, or replacing flooring or cabinets.

Application submissions shall include a completed application form, supplemental materials where required, and the assessed permit fee. For new structures or additions to existing structures, a site plan showing distances to property lines, distances between buildings, and building dimensions is required. Other materials include building plans showing the use of each room, the present and proposed layout, location of fixtures, spec sheets for appliances to be installed, and any other information requested by the building inspector.

Change of Use

A building's use, also referred to as occupancy type, determines which building and fire codes apply to a given structure. Codes are applied to minimize the risk of fire and other safety hazards. Examples include providing an adequate number and size of exits to accommodate the occupant load and establish fire separations between spaces according to their use and the difference in the associated levels of hazard.

When a commercial space goes from one use to another, the building shall be reviewed to ensure it still meets the minimum code requirements for the intended use. State Administrative Code [SPS 361.03\(11\)](#) covers the change of use provisions.

Zoning Considerations

The zoning district within which a building is located dictates the approved, and prohibited, uses of the building. If a property owner wishes to convert the use of a building to an activity not listed in the approved uses for that zone, the City Zoning Administrator should be contacted to see if a Planned Unit Development Overlay can be applied for.



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State Review

The City of Baraboo is not a delegated community for commercial building construction plan review or inspection. All construction projects required to undergo the State review process, per [State Administrative Code 361.30](#), shall submit a copy of plans directly to the Department of Safety and Professional Services.

The State website for more information on this process is:

<https://dsps.wi.gov/Pages/Programs/PlanReview/CommercialBuildings.aspx>

Projects that go through the State review process are required to obtain a local building permit in addition to the State permit. Projects exempt from State review due to limited scope or size of the project are required to get a local permit only.

Work done under a permit that is issued by the State is inspected by the State building inspector. The State Plumbing and Electrical inspectors inspect all commercial plumbing and electrical work, regardless of size or whether or not the project underwent the State review process.

The State does ALL permitting, review, and inspections regardless of size for commercial electrical work. The following website has more information:

<https://dsps.wi.gov/Pages/Programs/ElectricalLighting/Default.aspx>

The State inspectors for our area are:

Construction	Jon Molledahl	Jon.Molledahl@wisconsin.gov	608-225-6520
Plumbing	James Eddy	james.eddy@wisconsin.gov	608- 789-7891
Electrical	Ben Kikanovic	Ben.kikanovic@wisconsin.gov	414-719-3850